

73-830

15 FEB 1973

MEMORANDUM FOR: Mr. William E. Colby

SUBJECT : Annual Personnel Plan

1. As suggested by you, I am forwarding our latest draft of the APP. Each time I review we either add or delete something. You indicated that you may have an input before we go to final.

2. You will note that we have tried to keep this first attempt as simple in format as possible in order to minimize work burden and achieve acceptability.

3. The APP now contains two parts: a planning section and a reports section. The former concentrates on numerical targets reflecting desired program levels. We have not fully developed part II, but as discussed with you, it will consist essentially of one page statistical reports that can be generated by OP. The reports will be confined to issues of management concern that are not easily subjected to a planning approach, but should be considered along with the APP to accomplish an overall personnel management review.

4. Background data, in available machine runs, will be given to the career services to aid them in the preparation of the first APP for FY 1974. We intend to seek, with your assistance if needed, a computer-produced data base for use in doing the planning required to complete future APP's.

5. I have not yet settled in my own mind on the desirability of including the questions following the tables. Certainly I would want to hold them to a minimum.

6. The APP is oriented toward the measurement of managerial effectiveness. After gaining some actual experience with APP, it should be possible to develop an evaluation system entailing periodic checks on progress achieved in meeting personnel planning objectives.



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Harry B. Fisher  
Director of Personnel

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